

**Report 1220/2014**



nps archaeology

**Archaeological Trial Trench Evaluation at  
122 St Margaret's Road, Lowestoft, Suffolk**

LWT327



**Prepared for**  
Paul Gooding  
Goodings Builders (East Anglia) Ltd  
152 Yarmouth Road  
Lowestoft  
Suffolk  
NR32 4AB



Steve Hickling BA MA ACIfA

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<b>PROJECT CHECKLIST</b>		
Draft Completed	Steve Hickling	30/10/2014
Graphics Completed	David Dobson	14/10/2014
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Reviewed	Jayne Bown	17/03/2015
<i>Issue 2</i>		

**NPS Archaeology**  
 Scandic House  
 85 Mountergate  
 Norwich  
 NR1 1PY

T 01603 756150

F 01603 756190

E [nau.mail@nps.co.uk](mailto:nau.mail@nps.co.uk)

W <http://nau.nps.co.uk>

01-04-15-2-1220

● NPS Archaeology

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Location:	122 St Margaret's Road, Lowestoft, Suffolk
District:	Waveney
Grid Ref.:	654294, 294208
Planning Ref.:	DC/13/0193/OUT
HER No.:	LWT327
OASIS Ref.:	norfolka1-190242
Client:	Goodings Builders Ltd
Dates of Fieldwork:	16 September 2014

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## **Summary**

*An archaeological evaluation consisting of one 11m-long trench, was conducted by NPS Archaeology for Goodings Builders ahead of the construction of a new dwelling within the garden of 122 St Margaret's Road, Lowestoft, Suffolk.*

*Three archaeological features were identified in the trench, all associated with a boundary, currently also demarcated by a hedgerow dividing the development area from St Margaret's churchyard to the west. The features consisted of one medieval ditch running along the east side of the current hedgerow and two post-holes, one 17th-century or later and another (possible) undated, both on the east edge of the ditch.*

*The findings of the evaluation date the ditch to the medieval period at the latest. The boundary has formed the east limit of the churchyard since at least the late 18th century.*

## **1.0 INTRODUCTION**

An archaeological evaluation by trial trenching was undertaken prior to the construction of a new dwelling within the garden of 122 St Margaret's Road, Lowestoft, Suffolk (Figure 1). The proximity of the development to the churchyard of the medieval parish church of St Margaret meant that the site required evaluation prior to development proceeding.

The work was commissioned and funded by Goodings Builders Ltd. It was undertaken to fulfil planning requirements set by Waveney District Council (DC/13/0193/OUT) and a Brief issued by Suffolk County Council Archaeology Service Conservation Team (Hoggett 2014). The work was conducted in accordance with a Project Design prepared by NPS Archaeology (01-04-15-2-1220).

The programme of work was designed to assist in defining the character and extent of any archaeological remains within the proposed development area, following the guidelines set out in *National Planning Policy Framework* (Department for Communities and Local Government 2012). The results will enable decisions to be made by the Local Planning Authority about the treatment of any archaeological remains found.

The site archive is currently held at the offices of NPS Archaeology and on completion of the project will be deposited with Suffolk County Council Archaeology Service, following relevant policies on archiving standards.

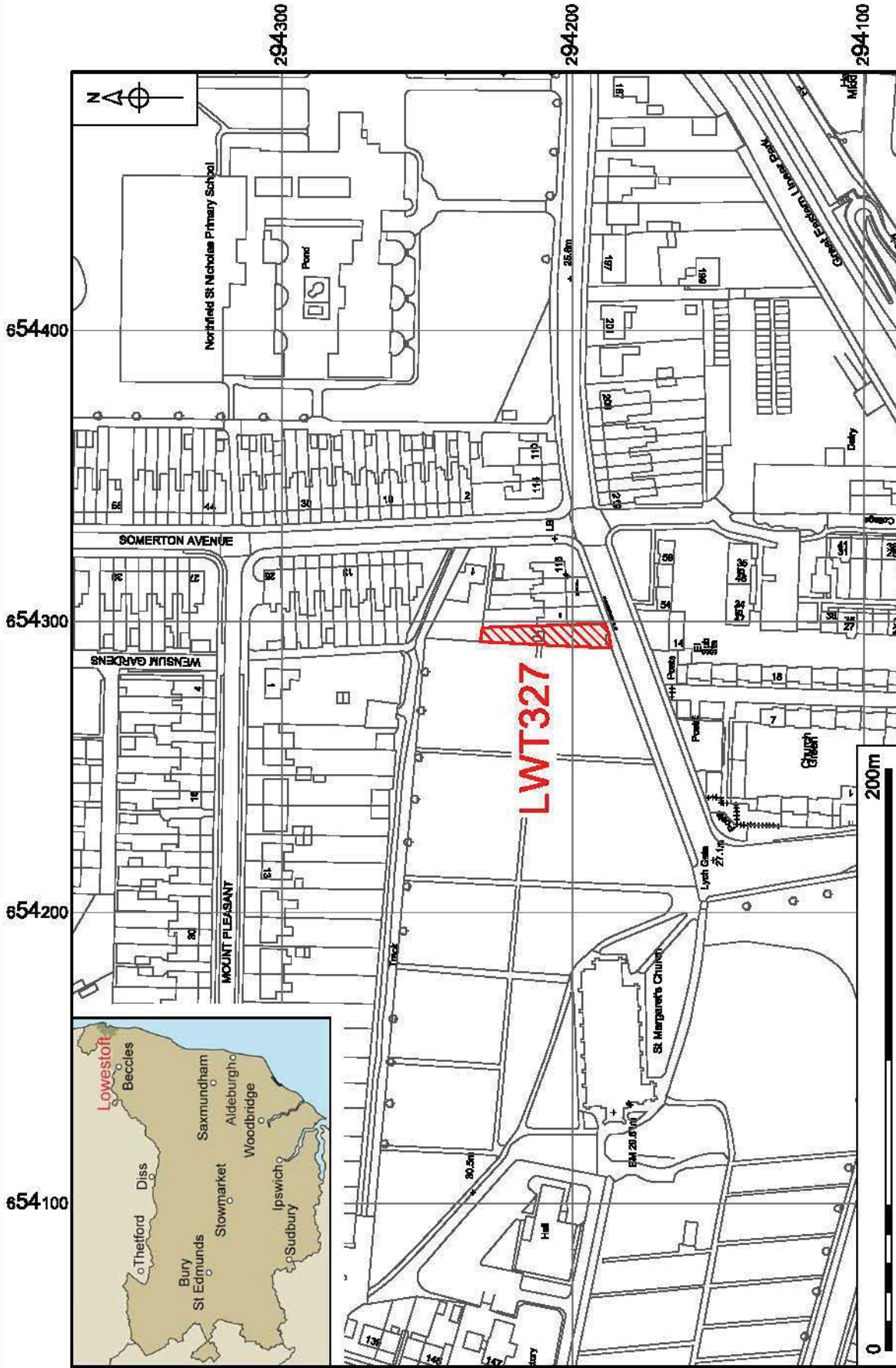


Figure 1. Site location. Scale 1:2000

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## **2.0 GEOLOGY AND TOPOGRAPHY**

The underlying geology consisted of Quaternary period sands and gravels of the Corton Woods Sand and Gravel Member above Quaternary and Neogene Crag Group sands (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>).

The site lies on flat land at a height of c. 27m OD. It lies at the west end of a short terrace of red-brick houses adjacent to the graveyard of the medieval parish church of St Margaret, in the west suburbs of the town of Lowestoft.

The site occupies the area of a garage (removed before archaeological work began), and a concrete drive within the garden of 122 St Margaret's Road.

## **3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

The Suffolk County Council Historic Environment Record (SHER) and historic mapping sources were consulted during the preparation of this section of the report.

### **3.1 Suffolk Historic Environment Record (SHER) Evidence**

#### **Prehistoric to Roman**

A large number of Neolithic and Bronze Age flint tools (SHER MSF1663 and MSF7530), including transverse, leaf shaped and barbed and tanged arrow heads have been found 360m southeast of 122 St. Margaret's Road.

A broken, partially polished flint chisel and an end scraper (SHER MSF1666) were found during the building of an extension 475m northeast of the current development.

An early 4th-century Roman coin (SHER MSF1661) was found before 1939 195m northwest of the development site.

#### **Medieval to Modern**

The Parish church of St Margaret (SHER DSF13049) is a Grade I Listed Building 120m west of the evaluation site. The west tower is early 14th century and the nave, aisles and chancel late 15th century. The south aisle was re-built in 1870. The church was restored in 1899.

The Denes High School (SHER DSF12728) is a Grade II Listed Building 480m northeast of the current development. It was built in 1909-10 by Brown and Kerr in a Queen Anne style with Baroque influences. It is built of red brick with stone dressings and machine tile roofs.

An archaeological evaluation (SHER ESF21731) at The Harris Middle School, 260m southeast of the development site, found that the area was heavily truncated by modern disturbance, but a single north-south aligned ditch containing late medieval or post-medieval finds was recorded.

A World War Two barrage balloon site (SHER MXS19003) lay 500m northeast of the evaluation site.

The location of a holy well (SHER MSF24121) is suggested by Ordnance Survey maps marking the location of 'Basket Wells (Site of)' on maps up to the 1950s, 320m southeast of the current development.

The site of 'Church Windmill' (SHER MSF24122) is shown and named on the 1880s Ordnance Survey map, 100m east of the evaluation.

### **3.2 Cartographic Evidence**

To judge from early 20th-century Ordnance Survey maps (<https://www.old-maps.co.uk/>), properties 116-122 St Margaret's Road were built between 1928 and 1938. The field boundary forming the west side of the development area has been the limit of the churchyard since at least 1885, the date of the Ordnance Survey First Edition map.

Hodskinson's map of 1783 (Dymond 2006) shows the church to the west. Although an area of common land to the south of St Margaret's Road is not shown, its north boundary appears to follow the route of the later road.

## **4.0 METHODOLOGY**

The objective of this evaluation was to determine as far as reasonably possible the presence or absence, location, nature, extent, date, quality, condition and significance of any surviving archaeological deposits within the development area.

The Brief required that one trench measuring 15.00m x 1.80m be excavated to provide a 9% sample of the plot area (300m<sup>2</sup>). Due to on-site restrictions, the trench measured 11.00 long, providing a 5% sample.

Machine excavation was carried out with a 5-tonne hydraulic 360° excavator equipped with a toothless ditching bucket and operated under constant archaeological supervision.

Spoil, exposed surfaces and features were scanned with a metal-detector. All metal-detected and hand-collected finds other than those which were obviously modern, were retained for inspection.

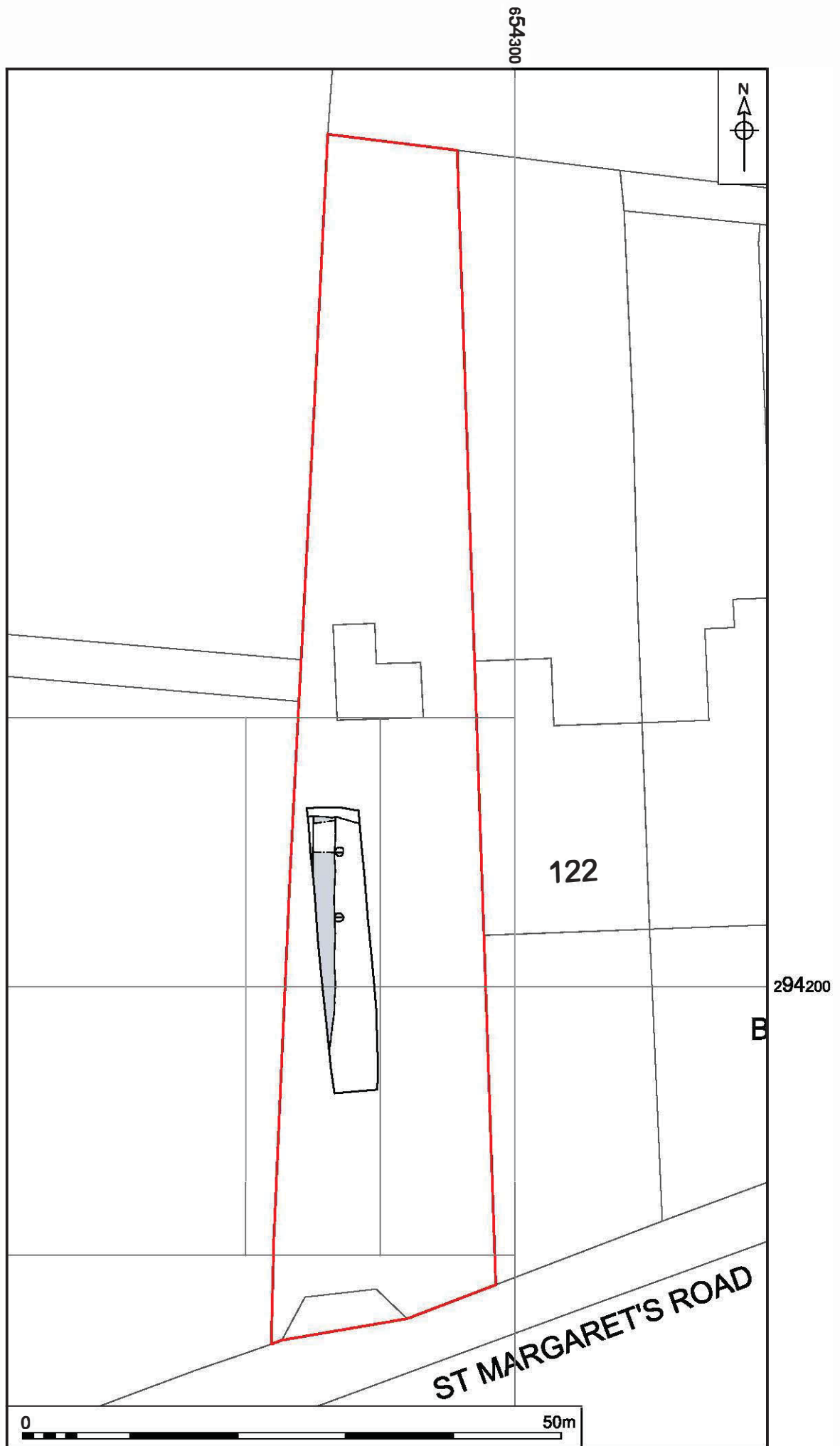
Environmental samples were not taken due to a lack of suitable deposits.

All archaeological features and deposits were recorded using NPS Archaeology pro forma. Trench locations, plans and sections were recorded at appropriate scales. Colour, monochrome and digital photographs were taken of all relevant features and deposits where appropriate.

The temporary benchmark used during the course of the work was transferred from an Ordnance Survey benchmark with a value of 29.81m OD, located on St Margaret's church.

Site conditions were good and the work took place in fine weather.

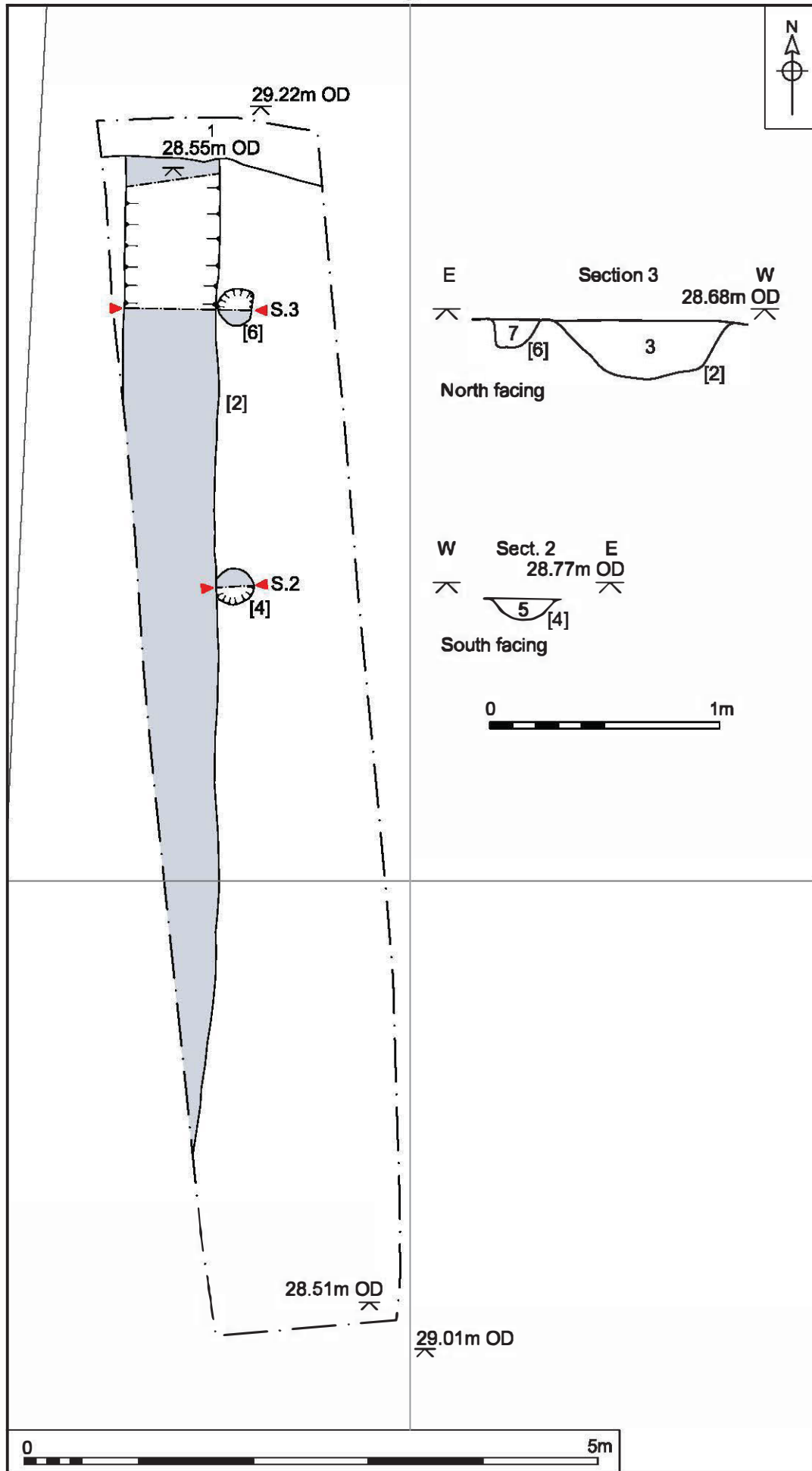




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Figure 2. Trench location. Scale 1:500

654295



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Figure 3. Trench plan and sections. Scale 1:50 and 1:25

## 5.0 RESULTS

Figures 2, 3

The evaluation trench was excavated on 16 September 2014 and measured 1.90m wide x 11.00m long. It was 0.50–0.67m deep, and its depth was made up of topsoil (1).

Topsoil (1) was dark greyish brown sand with sparse flint gravel and very sparse modern fragments of brick and tile. One metal find—a 15th-/17th-century copper lace tag—was found.

Three features were identified; one ditch [2] aligned north–south and two small post-holes [4], [6] on the east edge of the ditch.

Ditch [2] was 0.80m wide x 0.24m deep. It had a steep west side and a moderately sloping east side. It contained a single fill (3), mid-greyish brown silty sand with frequent flint gravel and two medieval artefacts, a fragment of 12th-/14th-century pottery and a fragment of peg tile.



Plate 1. Ditch [2] and post-hole [6] with the modern hedgerow to the left

The post-hole [4] to the south was circular and measured 0.27m in diameter x 0.10m deep. It had a rounded base and gently sloping sides. Its fill (5) was mid-brown sand with sparse flint gravel containing one sherd of 17th-century pottery, suggesting a date of 1600 or later.

The north post-hole [6] was oval and measured 0.39m long x 0.29m wide x 0.10m deep, with a rounded base and steep sides. Its single fill (7) was pale orangey grey sand with sparse flint gravel.

It is possible that feature [6] may have been the result of animal disturbance. Although it appeared to be relatively regular in shape, its pale fill and the absence of cultural material might support this interpretation.

## **6.0 THE ARCHAEOLOGICAL MATERIAL**

by Rebecca Sillwood

Finds were processed and recorded by count and weight, and information entered on to an Excel spreadsheet. Each material has been considered separately and is presented below.

A list of finds in context number order can be found in Appendix 2a.

### **6.1 Pottery**

Two fragments of pottery were recovered from the site, weighing a total of 33g; one piece is medieval and one is post-medieval in date.

The medieval fragment is a piece of vessel base (6g), recovered from ditch fill (3). The piece is probably a fragment of medieval coarseware of 12th-/14th-century date.

The post-medieval sherd is a rim fragment from a slipware ?plate (27g), probably of 17th-century date. This fragment is of orange fabric with a blackened rim and black spots on the exterior. The inside is glazed yellow-green with a white 'flower' under the glaze.

### **6.2 Ceramic Building Material**

A single fragment of medieval roof tile, weighing 82g, was recovered from ditch fill (3).

The piece is slightly curved and is orange, unsanded, with a reduced grey core. Some larger inclusions of grog and flint are present, along with fragments of grog and small pebbles.

### **6.3 Metal Finds**

Two copper-alloy pieces, which probably make up a single lace tag, were recovered from the topsoil (1).

This object consists of a rolled sheet with a seam visible along one edge. Lace tags, or aiglets, were placed on the ends of laces to stop them fraying, and to aid lacing of garments from the 15th century onwards (Margeson, 1993, 22).

This object, being unstratified, could be of any date from the later medieval period onwards.

### **6.4 Finds Conclusions**

The material recovered dates from the medieval and post-medieval periods only i.e. there is no earlier or later material.

Ditch [2] contained only medieval material, albeit in small amounts, and so in the absence of any other material it can be suggested that the ditch is of medieval date.

Post-hole [4] contained one piece of post-medieval pottery, and may be of this date, although this is based on very limited evidence.

In general, the material evidence suggests activity of medieval and post-medieval date, but not in any great concentration.

## **7.0 CONCLUSIONS**

A north–south ditch, a post-hole and a possible post-hole were excavated in the small evaluation trench. The features were interpreted as being associated with the extant boundary between the development plot and the churchyard of St Margaret’s church, which lies to the west. The ditch is likely to be a precursor to the hedgerow that currently defines the boundary, and can therefore be understood as having once defined the east extent to the churchyard.

The ditch was on a parallel alignment to the modern hedge on its west side, and the steeper slope on that side of the ditch may be due to the location of a bank (and now hedge) on that side. It is suggested from ceramic evidence obtained from the ditch that the boundary once marked by the ditch and now by the hedge may be at least medieval in date.

Recommendations for mitigation work (if required, based on the evidence presented in this report) will be made by the Suffolk County Council Archaeology Service Conservation Team.



## Appendix 1a: Context Summary

Context	Category	Cut Type	Fill Of	Description	Period
1	Deposit			Topsoil	Modern
2	Cut	Ditch		N-S boundary ditch	Medieval
3	Deposit		2	Mid greyish brown silty sand	Medieval
4	Cut	Post-hole		Possible fence post	Post-medieval
5	Deposit		4	Mid brown sand	Post-medieval
6	Cut	Post-hole		Post-hole/natural feature?	Uncertain
7	Deposit		6	Pale yellowish grey sand	Uncertain

## Appendix 1b: Feature Summary

Period	Category	Total
Medieval	Ditch	1
Post-medieval	Post-hole	1
Uncertain	Possible post-hole	1

## Appendix 2a: Finds by Context

Context	Material	Qty	Wt	Period	Notes
1	Copper-Alloy	2	1g	Med./Post-Med.	Lace Tag; in 2 pieces
3	Ceramic Building Material	1	82g	Medieval	Roof tile fragment
3	Pottery	1	6g	Medieval	
5	Pottery	1	27g	Post-medieval	

## Appendix 2b: Finds Summary

Period	Material	Total
Medieval	Ceramic Building Material	1
	Pottery	1
Med./Post-Med.	Copper-Alloy	2
Post-medieval	Pottery	1

**Appendix 3: OASIS Report Summary**



# OASIS DATA COLLECTION FORM: England

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## Printable version

**OASIS ID: norfolka1-190242**

### Project details

Project name	122 St Margaret's Road, Lowestoft
Short description of the project	An archaeological evaluation consisting of one 11m long trench, was conducted for Goodings Builders ahead of the construction of a new dwelling within the garden of 122 St Margaret's Road, Lowestoft. There were three features present in the trench, all associated with a boundary, presently also demarcated by a hedgerow dividing the development area from the churchyard to the west. The features consisted of one medieval ditch running along the eastern side of the present hedgerow and two post-holes, one 17th-century or later and another (possible) undated; both on the eastern edge of the ditch. These findings date the boundary to the medieval period at least. The boundary has formed the eastern limit of the churchyard since at least the late 18th century.
Project dates	Start: 16-09-2014 End: 16-09-2014
Previous/future work	No / Not known
Any associated project reference codes	LWT327 - HER event no.
Type of project	Field evaluation
Monument type	DITCH Medieval
Monument type	POST-HOLE Post Medieval
Monument type	POST-HOLE Uncertain
Significant Finds	POT Medieval
Significant Finds	TILE Medieval
Significant Finds	LACE TAG Post Medieval
Significant Finds	POT Post Medieval
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	Between deposition of an application and determination

### Project location

Country England  
 Site location SUFFOLK WAVENEY LOWESTOFT 122 St Margaret's Road  
 Study area 300.00 Square metres  
 Site coordinates 0 0 654294 00 00 N 294208 00 00 E Point

### Project creators

Name of Organisation NPS Archaeology  
 Project brief originator Suffolk County Council Archaeological Services  
 Project design originator NPS Archaeology  
 Project director/manager Steve Hickling  
 Project supervisor NPS Archaeology

### Project archives

Physical Archive recipient Suffolk County Council  
 Physical Contents "Ceramics","Metal"  
 Digital Archive recipient NPS Archaeology  
 Digital Contents "Ceramics","Metal","other"  
 Digital Media available "Images raster / digital photography","Images vector","Text"  
 Paper Archive recipient Suffolk County Council  
 Paper Contents "Ceramics","Metal","other"  
 Paper Media available "Context sheet","Plan","Report","Section"

### Project bibliography 1

Publication type Grey literature (unpublished document/manuscript)  
 Title Archaeological Trial Trench Evaluation at 122 St Margaret's Road, Lowestoft, Suffolk  
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## **Appendix 4: Archaeological Specification**

**NPS ARCHAEOLOGY**

**LAND ADJACENT TO 122 ST. MARGARETS ROAD, LOWESTOFT,  
SUFFOLK**

**(planning reference DC/14/0490/ARM)**

**PROJECT DESIGN  
FOR  
ARCHAEOLOGICAL EVALUATION**

**Prepared for**

**Paul Gooding  
Goodings Builders  
25 Borrow Rd,  
Lowestoft,  
Suffolk  
NR32 3PN**

**by**

**NPS Archaeology  
Scandic House  
85 Mountergate  
Norwich  
NR1 1PY**

**September 2014**

**Reference No: 01-04-15-2-1220**

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## 1. Introduction

- 1.1 A proposed new dwelling at land adjacent to 122 St. Margaret's Road, Lowestoft, Suffolk (NGR 654294, 294208) is located within an area of archaeological potential. The proposed development site lies adjacent to the churchyard of the medieval parish church of St. Margaret and is thought by some to have formed the focus of the early settlement centre which predates the foundation of the town.
- 1.2 Given the archaeological potential Suffolk County Council Archaeological Service Conservation Team (SCCAS) advised the Planning Authority, Waveney District Council, that 'there is high potential for encountering archaeological deposits at this location, which may be damaged by any groundworks associated with the present application.' (information from Archaeological Brief, paragraph 2.1).
- 1.3 The relevant SCCAS document stipulating that these works take place is the Brief and Specification for an Archaeological Evaluation (Dr Richard Hoggett, 9 September 2014). The Brief stipulates evaluation through a programme of trial trenching to allow an informed decision to be made regarding further mitigation that may be required once the results of the archaeological evaluation are known.
- 1.4 This Project Design has been prepared by NPS Archaeology in response to an invitation from Paul Gooding of Goodings Builders to provide a Project Design for undertaking a programme of archaeological evaluation to fulfil the requirements of the Archaeological Brief.

## 2. Aims

- 2.1 The Programme of Archaeological Work stipulated by Suffolk County Council Archaeological Service Conservation Team is required to recover, by archaeological evaluation information relating to the extent, date, phasing, character, function, status and significance of the site. A determination of the state of preservation of any features, deposits and structures is also required.
- 2.2 Period resource assessments set out in the document Research and Archaeology: A Framework for the Eastern Counties (Glazebrook 1997; Brown and Glazebrook 2000) pose specific research questions for periods ranging from the palaeolithic to the modern period. Existing information indicates that the proposed development site has the potential to contain evidence of early settlement. The aims of the archaeological work can be summarised as follows:
  - i. *To establish the presence or absence of archaeological remains within the proposed development area and to assess the possible impacts of the proposed development on those remains.*
  - ii. *To determine the extent, condition, character, quality and date of those remains and ensure that all remains are recorded and sampled to provide evidence of social, economic and industrial activity.*

- iii. To establish the palaeoenvironmental potential of subsurface deposits by ensuring that any deposits with the potential to yield palaeoenvironmental data are sampled and submitted for assessment to the appropriate specialists.*
- iv. To assess the potential impacts of the proposed development on the archaeological remains.*
- v. To disseminate the archaeological data recovered by the evaluation in the form of a formal report which will provide the basis for decisions regarding further archaeological intervention and mitigation proposals.*

### **3. Method Statement**

#### **3.1 Introduction**

3.1.1 A three stage strategy will be undertaken to assess the archaeological potential of the proposed development site. The stages of this strategy may be summarised as follows.

- i. Trial Trenching.* Machine and manual excavation will be employed to investigate the presence/absence, condition, character and date of any subsurface archaeological deposits and features occurring within the site. Any archaeological features identified will be cleaned and sample excavated to determine function, form and relative date.
- ii. Post-fieldwork Processes.* The drawn and written stratigraphic and structural record will be cross-referenced and analysed to provide a synthesis of the results of the work. The cleaning and cataloguing of any artefactual and ecofactual materials recovered will be carried out throughout the duration of the fieldwork. The finds will be cleaned, marked and packaged in accordance with the archive requirements of the Suffolk County Council Archaeological Service Conservation Team.
- iii. Report and Archive.* One report will be prepared. The report will describe the results of the trial trenching with data presented in tabular, graphic and appendix form. The results of the background research will also be incorporated into the report. Copies of the report will be submitted to the client and to Suffolk County Council Archaeological Service Conservation Team.

3.1.2 The procedures and methodology for each of the stages outlined above are described in detail below.

#### **3.2 Trial Trenching**

3.2.1 Trial trenching will consist of the excavation of a single 15m x 1.8m trench to establish the presence, condition, character and date of any subsurface archaeological features and deposits present. Guidelines set out in the documents *Standard and Guidance for an Archaeological Field Evaluation* (Institute for Archaeologists 2008) and *Standards for Field Archaeology in the East of England* (Gurney 2003) will be followed.

3.2.2 The trench will be positioned across the footprint of the proposed dwelling, although, their final positions may be affected by surface or below ground obstructions, such as standing structures, existing services and tree preservation orders. The trench, or if appropriate, the site access will be fenced during the evaluation. Appropriate warning signage will be displayed.

3.2.3 Excavation will be by mechanical excavator fitted with a toothless grading bucket. This will remove deposits of topsoil in 100mm spits until natural ground or archaeological features are identified. The exposed surfaces and spoil will be



- screened by metal detector. Stripped surfaces will be manually cleaned where required.
- 3.2.4 The initial excavation will be to a maximum depth of 1.2m. Excavation below this level will only be carried out if required by Suffolk County Council Archaeological Service Conservation Team. Excavation below 1.2m will require shoring or the local stepping of the trench sides in order to conform to all Health and Safety Requirements. This will be considered extra works and will be costed separately.
- 3.2.5 Bonded structural deposits such as the walls or floors of buildings will be cleaned by hand and recorded but not removed and excavation will cease at that level.
- 3.2.6 In areas where no bonded structures are encountered it may be necessary to excavate to the base of the archaeological deposits in order to establish their depth. Details of any areas to be excavated through the sequence of archaeological deposits will be agreed with Suffolk County Council Archaeological Service Conservation Team following initial excavation. If this extends beyond 1.2m depth this will be classed as extra work and costed separately.
- 3.2.7 Spoil from the trenches will not be removed from site. Following the evaluation the trench will not be backfilled until agreement to do so is given by Suffolk County Council Archaeological Service Conservation Team. This backfilling will not attempt consolidation or compaction over and above that possible with a mechanical excavator. Full surface reinstatement will not be attempted, but all trenches will be left in a safe condition.
- 3.2.8 Archaeological features and deposits will be excavated by hand and screened by metal detector. A Tesoro Laser B3 or a Fisher 1265X metal detector will be utilised to scan excavated spoil and *in situ* horizons. All artefactual and ecofactual materials will be collected and stored by context.
- 3.2.9 The primary aim of the evaluation will be to characterise the archaeological sequence, detailed strategies for levels of sampling of buried soils, structures, pits, post-holes and ditches will be determined on site. Typically, for linear features, 10% in 1m wide slots (min.) will be excavated across their width and for discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested). Buried soils will be sampled by sieving to determine artefact densities. In general, the feature/deposit sampling strategy to be employed throughout the evaluation will be in accordance with the document *Standards for Field Archaeology in the East of England* (Gurney 2003).
- 3.2.10 All archaeological deposits, features and layers will be assigned individual context numbers and recorded on standardised forms employing NPS Archaeology's pro forma recording system. The records will include full written, graphic and photographic elements with site and context numbering compatible with the Suffolk Historic Environment Record numbering system. Plans will be made at a scale of 1:50, with provision for 1:20 and 1:10 drawings. Sections will be recorded at scales of 1:10 and 1:20 depending on the detail considered necessary. A photographic record in black and white and colour (35mm

film/digital) will be maintained of all archaeological deposits, layers and features to record their characteristics and relationships. Photographs will also be taken to record the pre-evaluation condition of the site, the progress of the evaluation and the appearance of the site after the trenches have been backfilled.

- 3.2.11 Human remains will be left *in situ* unless otherwise instructed by Suffolk County Council Archaeological Service Conservation Team. If any human remains or burials are encountered which must be removed an application for a Licence For the Removal of Human Remains will be made in compliance with Section 25 of the Burial Act, 1857 and in line with all relevant Ministry of Justice guidelines. Backfilling of any graves, or areas of the trenches containing burials will be done manually to ensure that the remains are appropriately protected from any damage or disturbance.
- 3.2.12 Soil samples for palaeoenvironmental materials will be collected if suitable deposits are encountered. Bulk 30-40 litre soil samples, or 100% for small features, column or monolith samples and Kubiena tins will be collected from appropriate deposits in consultation with the English Heritage Regional Advisor for Archaeological Science and other consultant environmentalists. In all instances, sampling procedures will follow the guidelines set out in the document *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage 2002). Full written, graphic and photographic sample records will be made using NPS Archaeology's pro forma recording system.

### **3.3 Post-Fieldwork Processes**

- 3.3.1 The drawn, written, photographic, stratigraphic and structural record resulting from the trial trenching and historic building recording will be input into an Archaeological Database and cross-referenced to provide a coherent and consistent record of the fieldwork.
- 3.3.2 The cleaning and cataloguing of any artefactual materials recovered will be undertaken on completion of the trial trenching. All retained materials will be cleaned, marked and packaged in accordance with the *UK Institute of Conservators Guidelines*.
- 3.3.3 Post-fieldwork analyses will start upon completion of the finds processing and will involve the analysis of the site record and the identification and description of the artefactual materials by the relevant specialists. In general, the following strategies will be employed in the analysis of the artefactual materials recovered:
- *Pottery*. Analysed to determine date and tabulated by context unit.
  - *Worked flint*. Sorted and tabulated by context unit.
  - *Metal artefacts*. Evaluated for dating and significance, catalogued by context unit and where necessary conserved within four weeks of completion of fieldwork, in accordance with *UK Institute of Conservators Guidelines*.
  - *Faunal Remains*. Sorted and tabulated by context unit. Assessed for the potential for further analysis and for sieving for the recovery of smaller bird and fish bones.

- *Environmental Samples*. Processed and assessed for content and significance.
- Other categories of artefactual materials will be analysed in a similar fashion.

3.3.4 All finds work will follow the procedures set out in the document *Standards and Guidelines for the collection, documentation, conservation and research of archaeological materials* (Institute for Archaeologists 2001). Finds data will be stored on a database.

### **3.4 Report and Archive**

3.4.1 In line with the Archaeological Brief issued by Suffolk County Council Archaeological Service Conservation Team, a final report, will be prepared that will present the results of the trial trenching. The report will incorporate the results of the background research, the stratigraphic, structural, artefactual and environmental evidence recovered during the fieldwork and an analysis of that evidence to provide a summary of the archaeological potential of the site and the likely impact of development.

3.4.2 The report will present data in written, tabular, graphic and appendix form. A list of archive components generated by the work will also be included in the report. Copyright of the report will be retained by NPS Archaeology.

3.4.3 Copies of the report will be produced as appropriate and presented to Paul Gooding of Goodings Builders, with copies also sent direct to Suffolk County Council Archaeological Service Conservation Team. One copy of the report should also be sent to the English Heritage Regional Advisor for Archaeological Science, if appropriate. A county HER form will accompany the Evaluation Report and will include a reference to the archive, which will be deposited with the county HER. The report should be submitted to Suffolk County Council Archaeological Service Conservation Team within eight weeks of the completion of the work.

3.4.4 NPS Archaeology supports the OASIS project. An online record will be initiated immediately prior to the start of fieldwork and completed when the final report is submitted to Suffolk County Council Archaeological Service Conservation Team. This will include a pdf version of the final report.

3.4.5 A single integrated archive for all elements of the work will be prepared according to the recommendations set out in *Environmental standards for the permanent storage of excavated material from archaeological sites* (UKIC, Conservation Guidelines 3, 1984) and *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990), and in accordance with the county HER's own requirements for archive preparation, storage and conservation.

3.4.6 The archive will be fully indexed and cross-referenced and prepared in such a form that it can be microfilmed on behalf of the National Monuments Record (NMR). Deposition of the archive and finds (by prior agreement with the landowners) will take place within six months of the completion of the final report

and confirmed in writing to the county HER. A full listing of archive contents and finds boxes will accompany the deposition of the archive and finds.

- 3.4.7 All archaeological materials, excepting those covered by the *Treasure Act, 1996*, will remain the property of the landowners. NPS Archaeology will seek to reach a formal agreement with the landowners for the donation of the finds with the rest of the archive to the county HER.

## 4 Timetable and Resources

- 4.1 The different stages of archaeological work have different time and staff requirements. The timetable for fieldwork assumes that there are no major delays to the work programme caused by factors outside of NPS Archaeology's reasonable control (see 7.6 below).
- 4.2 The costs for this project have been supplied in a separate document and are not reproduced here.

## 5. Project staff

- 5.1 The project will be co-ordinated on a day-to-day basis by the Project Officer who will be dedicated to the project throughout its duration. The Project Officer will act under the direction of the Project Manager. The Project Manager will assume responsibility for all aspects of the project including finance, logistics, standards, health and safety, and liaison with the client and curators. All project staff will have substantial experience in urban archaeology and post-excavation analysis.
- 5.2 Other members of staff involved in the project will be the Experienced Excavators and Finds Coordinator. Experienced Excavator staff will have experience in excavation and experience with the Unit's *pro forma* recording system or similar systems. The Project officer and/or Experienced Excavator staff will be experienced metal detector users.
- 5.3 NPS Archaeology staff associated with the project is as follows:

<b>Project Management</b>	
Archaeology Manager	Jayne Bown BA, MIfA

<b>Field Staff</b>	
Project Officer	Steve Hickling
Finds Coordinator	Rebecca Sillwood
Experienced Excavator	To be nominated

- 5.4 NPS Archaeology reserves the right, because of its developing work programme, to change its nominated personnel at any time. This will be in consultation with the client and Suffolk County Council Archaeological Service Conservation Team.

5.5. The analysis of artefactual and ecofactual materials will be undertaken by NPS Archaeology staff or nominated external specialists Nominated NPS Archaeology and external specialists and their areas of expertise are as follows:

5.5.1 *Specialist staff used by NPS Archaeology*

<b>Specialist</b>	<b>Research Field</b>
Sarah Bates BA, MifA	Worked Flint
Sarah Percival BA, MifA	Prehistoric and Saxon Pottery
Fran Green BSc, PhD	General Environmental
Julie Curl AfA	Faunal Remains
Kenneth Penn BEd, FSA, MifA	Secondary Source Documentary Material
Sue Anderson	Ceramic Building Material
Jane Cowgill	Iron-working
Roger Doonan	Non-Ferrous Metalworking
Debbie Forkes	Conservation
Val Fryer	Macrofossil analysis
Stephen Heywood	Architectural Stonework
David King	Window Glass
Alice Lyons	Roman Pottery, Fired Clay
Jo Mills	Worked Stone Artefacts
Adrian Marsden	Numismatic Items
John Shepherd	Vessel Glass
Rachel Cruse	Historic Buildings

## 6. General Conditions

- 6.1 NPS Archaeology would expect information on any services crossing the site to be provided by the client.
- 6.2 A 7.4 hour working day is normally operated by NPS Archaeology, although their agents may work outside these hours.
- 6.3 NPS Archaeology would expect the client to arrange suitable access to the site for its staff, plant and welfare facilities on the agreed start date.
- 6.4 NPS Archaeology would expect any information concerning the presence of TPO's and/or, protected flora and fauna on the site to be provided by the client prior to the commencement of works and accept no liability if this information is not disclosed. No excavation will take place within 8m or canopy width (whichever is the greater) of any trees within or bordering the site.
- 6.5 NPS Archaeology shall not be held responsible for any delay or failure in meeting agreed deadlines resulting from circumstances beyond its reasonable control. Such circumstances would include without limitation; long periods of adverse weather conditions, flooding, repeated vandalism, ground contamination, delays in the development programme, unsafe buildings, conflicts between the

archaeological excavation method and the protection of flora and fauna on the site, disease restrictions and unexploded ordnance.

- 6.6 Whether or not CDM regulations apply to this work, NPS Archaeology would expect the client to provide information on the nature, extent and level of any soil contamination present. Should unanticipated contaminated ground be encountered during the trial trenching, excavation will cease until an assessment of risks to health has been undertaken and on-site control measures implemented. NPS Archaeology will not be liable for any costs related to the collection and analysis of soils or other assessment methods, on-site control measures, and the removal of contaminated soil or other materials from site.
- 6.7 Should any disease restrictions be implemented for the area during the evaluation, fieldwork will cease and staff redeployed until they are lifted. NPS Archaeology will not be liable for any costs related to on-site disease control measures and for any additional costs incurred to complete the fieldwork after the restrictions have been removed.
- 6.8 NPS Archaeology will not accept responsibility for any tree surgery, removal of undergrowth, shrubbery or hedges or reinstatement of gardens. NPS Archaeology will endeavour to restrict the levels of disturbance of to a minimum but wishes to bring to the attention of the client that the works will necessarily alter the appearance of any landscaped gardens.

## **7. Quality Standards**

- 7.1 NPS Archaeology is an Institute for Archaeologists Registered Archaeological Organisation and fully endorses the *Code of Practice* and the *Code of Practice for the Regulation of Contractual Arrangements in Field Archaeology*. All staff employed or subcontracted by NPS Archaeology will be employed in line with the Institute for Archaeologists *Code of Practice*.
- 7.2 The guidelines set out in the document *Standards for Field Archaeology in the East of England* (Gurney 2003) will be adhered to. Provision will be made for monitoring the work by Suffolk County Council Archaeological Service Conservation Team in accordance with the procedures outlined in the document *Management of Archaeological Projects* (English Heritage 1991). Monitoring opportunities for each phase of the project are suggested as follows:
- during trial trenching
  - during post-fieldwork analysis
  - upon completion of the archive
  - upon receipt of the evaluation report
- 7.3 A further monitoring opportunity will be provided at the end of the work upon deposition of the integrated archive and finds with the Suffolk County Council Archaeological Service Conservation Team.
- 7.4 NPS Archaeology operates a Project Management System. Most aspects of this project will be co-ordinated by a Project Officer who is responsible for the successful completion of the fieldwork and reporting. The Project Officer's

performance is monitored by the Project Manager, who retains overall responsibility for the delivery of the project. The Unit Manager has the responsibility for all of NPS Archaeology's work and ensures the maintenance of quality standards within the organisation.

## **8. Health and Safety**

- 8.1 NPS Archaeology will ensure that all work is carried out in accordance with NPS Property Consultants Limited's Health and Safety Policy, to standards defined in *the Health and Safety at Work, etc Act, 1974* and *The Management of Health and Safety Regulations, 1992*, and in accordance with the health and safety manual *Health and Safety in Field Archaeology* (SCAUM 2007).
- 8.2 A risk assessment will be prepared for the fieldwork. All staff will be briefed on the contents of the risk assessment and required to read it. Protective clothing and equipment will be issued and used as required.
- 8.3 NPS Archaeology will provide copies of NPS Property Consultants Limited's Health and Safety policy on request.

## **9. Insurance**

- 9.1 NPS Archaeology's Insurance Cover is:

Employers Liability	£ 5,000,000
Public Liability	£50,000,000
Professional Indemnity	£ 5,000,000

- 9.2 Full details of NPS Archaeology's Insurance cover will be supplied on request.